

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

TRANSPORTATION MAINTENANCE SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise the repair and maintenance of state and federal trunklines and public access sites through application of an organized body and knowledge related to materials, tools, equipment and procedures associated with highway maintenance.

There are three classification levels in this job.

Position Code Title – Transportation Maintenance Supervisor-1

Transportation Maintenance Supervisor 11

The employee serves as a first-line supervisor of special crews or automotive- and equipment-garage maintenance staff.

Position Code Title – Transportation Maintenance Supervisor-2

Transportation Maintenance Supervisor 12

The employee advises and assists the Transportation Service Center (TSC) in the management of maintenance activities to insure uniformity in maintenance standards for a multi- or metropolitan county area, including supervision of maintenance garage(s).

Position Code Title – Transportation Maintenance Supervisor-3

Transportation Maintenance Supervisor 13

The employee directs the region in the management of maintenance activities to insure uniformity in maintenance standards for a region, including second-line supervision of special crews and/or automotive- and equipment- garage maintenance staff.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

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Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained including serving as the primary contact for the random drug testing program.

Maintains records, prepares reports and daily work schedules, and composes correspondence relative to the work.

Supervises work activities performed by garage and/or district maintenance crews in such operations as pavement patch, seal coat, shoulder rebuild, guardrail reconstruct, cut and fill roadside embanks, culvert and underdrain repairs, and large erosion repairs.

Determines type and amount of equipment and materials necessary for various highway maintenance operations and estimates labor needs.

Initiates personnel actions such as signing time sheets, performance evaluations, promotions, transfers, discharges, and disciplinary measures affecting personnel.

Coach, mentor, and train new transportation maintenance supervisors/coordinators and/or workers and laborers on-the-job in all phases of highway maintenance operations.

Coordinates the work element training to be conducted in the work unit. Advises employees in the operation of the work element system. Maintains the training records for the work unit.

Supervises and/or provides expertise for the maintenance of road surfaces, shoulders, drains, roadside parks, rest areas, and bridge maintenance activities in direct maintenance areas/counties.

Oversees the removal of snow and the use of abrasives or chemicals on trunk lines.

Makes road inspections to determine maintenance needs.

Prepares monthly schedules, and establishes work priorities for major work operations for review by Transportation Service Center Manager; schedules maintenance operations to meet emergencies.

Manages the requisitioning and maintenance of an inventory, materials, and equipment required in the work.

Inspects all signs in the assigned area to determine the extent of deterioration, damage, loss of reflectivity, and projected life; inspects all roads in area for maintenance needs.

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Ensures uniformity of highway maintenance operations, methods, and procedures through field inspections and instructions.

Checks and approves time, material, and equipment cost repairs.

Analyzes and compares the productivity and accomplishment of all crews as shown from maintenance activity reporting system reports and takes corrective action, if needed.

Initiates required corrective action highlighted by maintenance activity reporting system reports.

Investigates complaints on road or bridge conditions and right-of-way encroachments.

Directs workers performing such operations as driving sheeting and pylons, repairing, and sealing joints, making forms, mixing and finishing concrete, mixing and placing patching materials, and cleaning and painting highway structures.

Requisitions materials, supplies and equipment; and, controls and coordinates materials and equipment in the county and area.

Oversees the servicing and directs the repair of vehicles and equipment.

Inspects and approves/disapproves work done by contractors.

Confers with engineers and other highway officials in connection with application for permits to build driveways, make service pipe installations or repairs, remove trees, or move buildings on state trunklines.

Directs the trimming and removal of trees along major highways, assists local crews in removing the larger and more hazardous trees along secondary roads and streets.

Directs and coordinates the erection, repair, and removal of steelwork, the installation of drainage structures and the repair of footings, abutments, and superstructures.

Directs workers performing such operations as driving sheeting and piling, repairing and sealing joints, making forms, mixing and finishing concrete, mixing and placing patching materials, and cleaning and painting highway structures.

Approves/disapproves payments to contractors and contract agencies.

Monitors and approves budgets and work programs for contract counties and municipalities.

Performs related work appropriate to the classification as required.

Coordinate Transitional Employment Program.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required in the areas listed at the 11-level and thorough knowledge is required at the 12-level, and expert knowledge is required at the 13 level.

Knowledge of highway maintenance equipment and its care and operation.

Knowledge of modern highway maintenance and practices, procedures, and schedules.

Knowledge of methods and materials adaptable to the maintenance of road surfaces, shoulders, drains, signs, special roadside areas, and the removal and control of ice and snow.

Knowledge of hazards and safety precautions related to the work.

Knowledge of equal employment and affirmative action practices.

Knowledge of supervisory practices, policies, and procedures.

Knowledge of the maintenance management system.

Knowledge of employee relations policies and procedures.

Knowledge of regulations related to the granting of permits and encroachments of right-of-way.

Knowledge of budget preparation and control.

Ability to determine need for, and requisition materials, supplies, and equipment used in the work, prepare work schedules and time, material, and cost estimates.

Ability to read and interpret blueprints.

Ability to plan work schedules for semi-skilled crews and to supervise and coordinate their work.

Ability to plan, supervise, and coordinate the work of direct area/county superintendents.

Ability to determine maintenance needs.

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Ability to inspect and oversee road maintenance projects and to supervise and coordinate their work.

Ability to lead Team Managed Work Groups.

Ability to determine that quality of work conforms to prescribed standards.

Ability to assume responsibility for materials, supplies and equipment.

Ability to organize work to meet emergency road conditions.

Ability to maintain records and prepare reports.

Working Conditions

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Physical Requirements

Ability to sit for long periods (up to eight (8) hours).

Ability to sustain long periods in confined spaces.

Ability to handle heights.

Ability to wear adequate personal protective equipment.

Ability to complete the physical qualifications required by the Federal Commercial Driver's License.

Ability to sustain extensive and repetitive twisting, bending, climbing, lifting, and squatting.

Ability to lift up to 100 pounds.

Ability to traverse rough terrain.

Ability to be exposed to outdoor weather elements.

Ability to drive for long periods of time.

Education

Possession of a high school diploma or a GED Certificate.

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Experience

Transportation Maintenance Supervisor 11

One year of experience as a Transportation Maintenance Worker 9.

Transportation Maintenance Supervisor 12

One year of experience as a Transportation Maintenance Supervisor 11 or
Transportation Maintenance Worker 9.

Transportation Maintenance Supervisor 13

One year of experience as a Transportation Maintenance Supervisor 12 or
Transportation Maintenance Coordinator 12 or two years of experience as a
Transportation Maintenance Supervisor 11.

Special Requirements, Licenses, and Certifications

All positions within this class are assigned job duties that may require possession of a Type A Commercial Driver's License (CDL) with "N" endorsement issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

TRANMTSPV

Job Code Description

Transportation Maintenance Supervisor

Position Title

Position Code

Pay Schedule

Transportation Maintenance Supervisor 1

TRMTSPV1

NERE-069

Transportation Maintenance Supervisor 2

TRMTSPV2

NERE-072

Transportation Maintenance Supervisor 3

TRMTSPV3

NERE-074